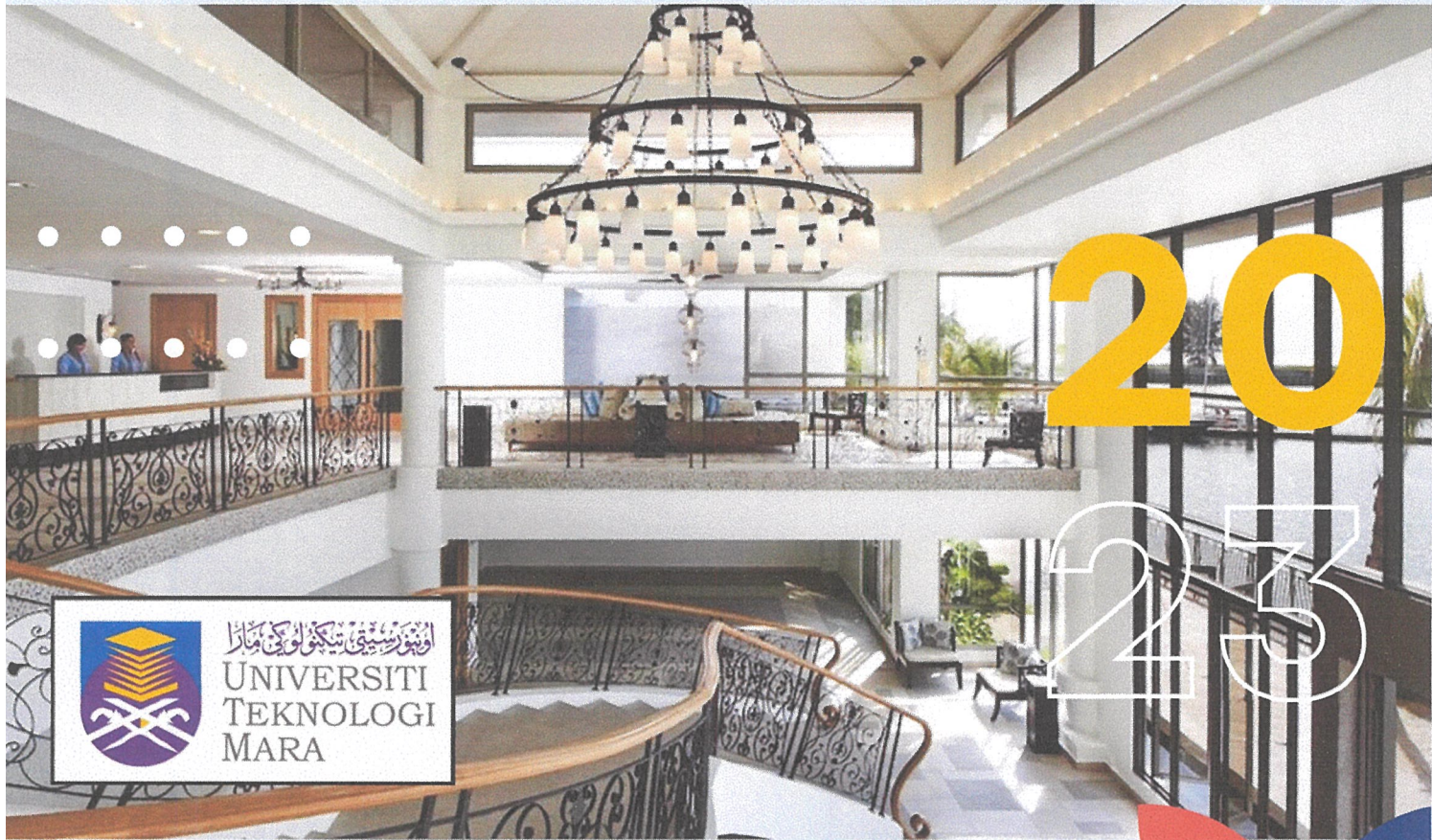


INDUSTRIAL TRAINING REPORT

AT AVILLION ADMIRAL COVE
1 MARCH - 15 AUGUST 2023



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Program M1BA2426A

Prepared for Mrs. Amizatul
Hawariah Binti Awang

EXECUTIVE SUMMARY

It is an honour to be able to attend 6 months of industrial training at the Avillion Admiral Cove Hotel. The purpose of this report is to highlight my findings during the internship. The company is located in a strategic location, which is situated on 100 acres of quiet beachfront land in Port Dickson, adjacent to the world-class Admiral Marina & Leisure Club. They provide a variety of recreation activities for tourists to enjoy their holiday, such as a gymnasium, a sunset board ride, and water sports. The company has used the FIFO method for the raw stock to ensure that freshly entered products are kept separate from older ones. Besides, a lack of managerial skills will affect leadership and management, where the efficiency of a company cannot be compromised. They also faced overdue credit terms to make the payment at the specified time due to insufficient funds, which had a negative reputation for the company. The opportunity gained by this company is through the government incentive programme ePerolehan, which ensures procurement activity transparency. Avillion Admiral Cove has an event attraction where the company has contributed to several events with another company every year that strengthen a location's identity, both "internally" and "externally." Avillion Berhad, which is one of the big companies that are listed in Bursa Market Place, may make it possible for the company to conduct business under more favourable conditions. Next, the threat for the company is the inflation effect. Inflationary pressures can have a negative impact on economic growth because they are one of the unintended results of a reduction in people's purchasing power. Last but not least, the job-hopping generation nowadays is one of the threats faced by the company, which challenges Avillion Admiral Cove to retain skilled and experienced staff that benefits the company.

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Mrs. Hawariah, my adviser during my internship, has been essential in her counselling and assistance. Her business knowledge and skills assisted me in better understanding the firm and the industry, allowing me to make the most of my internship.

I do want to express my gratitude and appreciation to everyone who made it possible for me to complete this report. Special thanks go to my supervisor, Mrs. Adura Binti Yahya, whose assistance, stimulating comments, and encouragement assisted me throughout the trainee process and in drafting this report. I also want to express my gratitude for the effort she spent proofreading and correcting my numerous errors.

I would also like to express my thanks to my colleagues in the Finance Department, for their kind welcome and help throughout my internship. It was a joy to collaborate with such a skilled and supportive group of people. Next, I appreciate Mrs. Ira Ilyana's time and effort, as well as the vital information and skills I received throughout my internship. I am also appreciative to Mrs. Ismawati for making this opportunity available to me and for their dedication to my professional growth.

Thank you as much to my family for their help during the practical training. Without them, I might not be able to finish this internship on time.

Last but not least, to my lovely self, who is constantly motivated to overcome the difficulties and obstacles of this internship. Being able to come to this point is already impressive to me for my academic journey since 2020 at UiTM.

STUDENT PROFILE



NORASLINDA KAMARUZAMAN

SUMMARY

Finance student with a desire and motivation to work as a fresh graduate for acquiring deep experience in finance industry. I demonstrate a strong passion for working in the finance industry and contributing to accurate financial decision-making.

EDUCATION

SMK Bukit Saujana

Sijil Pelajaran Malaysia

2017

3A,(1B+ 1B, 3C+1C)

SMK Tinggi Port Dickson

Sijil Tinggi Pelajaran Malaysia

2018- 2019

2.84/4 CGPA

UiTM

Bachelor of Business Administration (Hons) in Finance

2020 - present

3.41/4 CGPA

EXPERTISE

Management Skills

Fluent in Bahasa Melayu

Proficient in English

Critical Thinking

Communication Skills

WORKING EXPERIENCE

Food and Beverage Assistant (Part-time)

Dec 2018- Jan 2019

Lexis Hotel Group

- Cleaned and sanitized workstation and equipment
- Performed opening and closing duties as required
- Restocked Storage areas, replenished items on shelves

Food Server

Feb 2021- Mar 2021

Kampung Kaw Cafe

- Taking food and beverage orders and accurately entering them into the ordering system
- Ensuring all orders are filled quickly and accurately and that food is high quality
- Providing attentive service to diners, like refilling drinks as needed and checking their needs during meals
- Performing some cleaning duties, such as at the service station and in the dining area

Finance Trainee

Mac 2023- Current

Avillion Admiral COve

- make sure all bills are paid in an efficient and timely manner
- Perform invoice and general-ledger data entry
- Obtain and print signatures on all checks
- Review invoices for appropriate documentation prior to payment

PROJECTS

Virtual Video Investment Competition (May 2022)

secretary

- Organize and distribute messages
- Assist with presentations and reports

Financial Barriers (Jun 2022)

Registration

- Ensuring the participants are updated with new information and attendance

Innovation competition (Dec 2022)

Technical

- Maintenance and monitoring of computer networks and systems

Webinar Global Recession (Dec 2022)

Public Relation

- maintain open communication with the invited speaker
- update the new information

Week Without Wall (Jan 2023)

Multimedia and publicity

- ensure the information is accurate
- send out invitations and follow up to ensure

ACTIVITIES AND VOLUNTEER

Rakan Siswa Yadim - (2020-2021) : assist in devotional service

Rakan Siswa Yadim - (2021-2022) : Manage the financial affairs of the organization to ensure sufficient funds are available to meet ongoing operational

Flood volunteer - (2021) : Carry out regular checks on the houses affected to ensure residents are managing or if any additional help is needed

Virtual Run Ride Merdeka UPSI - (2021) : Accomplish virtual run ride completely

Refresh Our mind UniSHAM - (2022) : Join opening webinar from another university

Picture 1: Noraslinda's resume

COMPANY PROFILE



Picture 2: Avillion Admiral Cove logo

Product and service

The Avillion Admiral Cove Hotel is a subsidiary of Avillion Berhad. The main businesses of Avillion Berhad include hotels, resorts, property management, development of properties and resorts, marinas, spas, travel and tour operations, management services, and investment holding.

Mission

Its mission is to be a reliable and accountable partner that offers exceptional hospitality for life-changing experiences while upholding the highest standards of corporate governance, social responsibility, and human resource development.

Vision

Avillion Berhad's vision is to be a curator of distinctive hospitality, products, and services with an Asian flair.

Objective

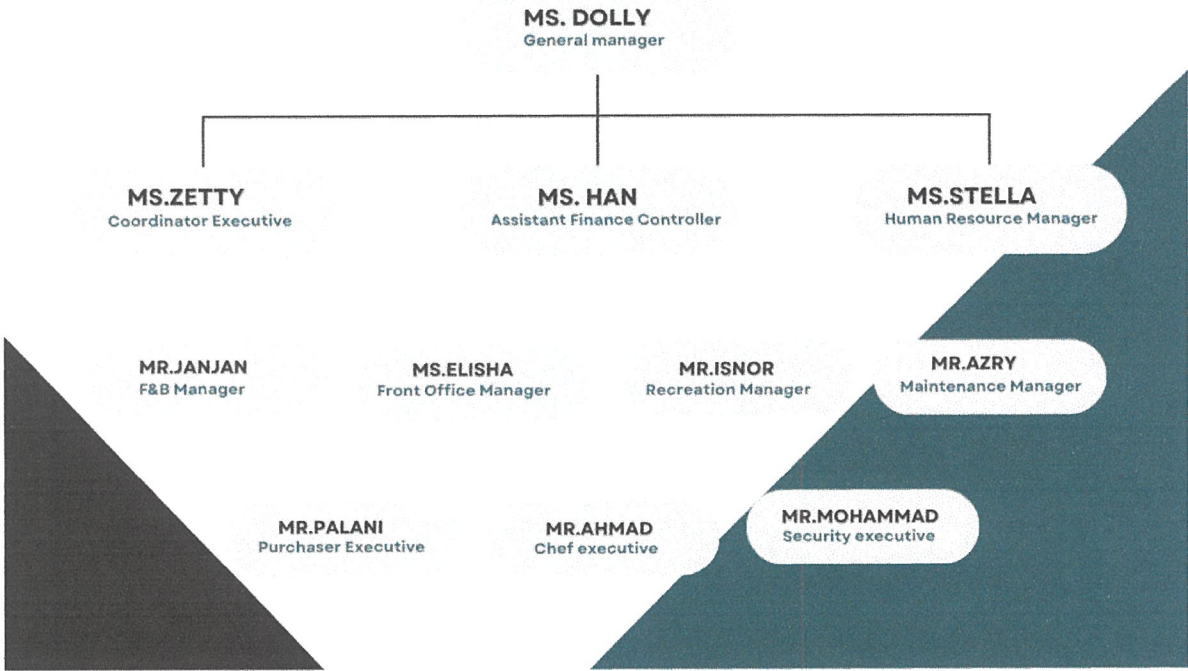
Avillion Berhad also emphasised their objective to optimise shareholder value and profitability through new income sources, differentiated hospitality, and organic growth that is exponential in nature.

Background of the company

The name Avillion has its own uniqueness: Avalon means to heal, while Papillion, a French word, means butterfly, and the merging of both words creates Avillion. Their logo is not only a beautiful butterfly but also represents the four elements of nature, which are wind, water, earth, and fire. An integrated travel and hotel firm listed on Bursa Saham Malaysia, Avillion Berhad, owns 100 percent of Avillion Hotel Firm Sdn. Bhd. In Malaysia and Indonesia, the Avillion Hotel Group runs a range of beach resorts, hotels, and spas, each with its own distinctive character and ambience. This includes the newest addition to the group, Avillion Cameron Highlands, as well as Avillion Port Dickson, Avillion Admiral Cove, Avillion Legacy Melaka, Avillion Villa Cinta Bali, and aVi Spa. Through the range of services it provides, from hotel management services to hotel consulting services and joint business partnerships, Avillion seeks to share its talents. It aims to expand the number of locations where the Avillion experience is available. Admiral Cove, constructed across 40ha of beautiful beachfront property on the 5th Mile of Port Dickson's shoreline, is a project that Avillion is currently working on. Admiral Cove was created by the developer to become a significant global tourist attraction and was developed with the intention of becoming a significant global tourist attraction. The self-contained community's development parcels include the Admiral Marina and Leisure Club, which has a marina dry stacking facility of the highest international standard, as well as waterfront condominiums, signature edition Waterfront bungalows, semi-detached houses, an edge-of-the-water suite hotel, and service apartments. The project's conceptualization began in 1994, and the first phase of construction was finished in 1998. The State Government named it "the best-planned resort development project" in 1996. A total of 22 acres of Admiral Cove have been developed to this point, including the Marina Cape, the Marina Mansion waterfront bungalows, two blocks of 345-unit waterfront condos (the Marina Bay and Marina Crescent), the Admiral Marina and Leisure Club with dry and wet berths, and more.

Organizational chart

ORGANIZATIONAL CHART OF AVILLION ADMIRAL COVE

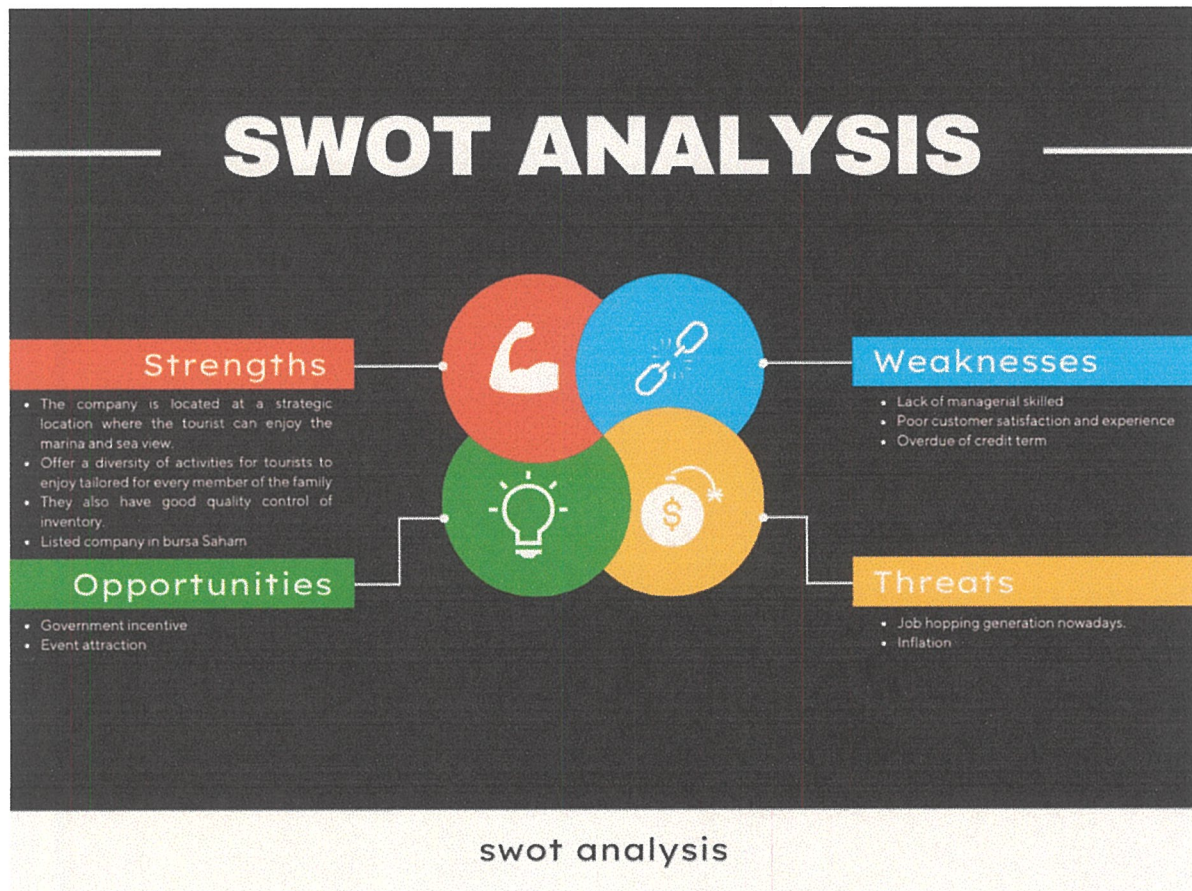


Picture 3: Organizational Chart of Avillion Admiral Cove Hotel

TRAINING REFLECTION

During my industry training at Avillion Admiral Cove, I was assigned to the finance department as a trainee. My working hours were office hours, which are from 8.30 a.m. to 5.30 p.m. from Monday to Friday only. My first task as a trainee is to help my officemate find the document needed by the auditor at that time. For several months, I have learned how to arrange the documents sequences properly. After my supervisor, Miss Adura, believes in my talent, she assigns me challenging tasks as an account payable trainee. Every day I will receive a variety of invoices, from purchasing to keying in into the system. My company used HOS software as a medium to do accounting things. After I key in a bunch of invoices, I will collect them, following the company to open payment vouchers. Before I prepare the payment voucher, I need to print out the listed supplier's goods following the company, and I also did casting to ensure all the prices are correct according to the supplier's company. After all the steps are done, at the end of the month, I will open the payment voucher and sign the documents to give to my supervisor to supervise my work. Besides, I will be handling a call from the suppliers because they want to know when the payment will be made. This task was the most valuable experience I ever had, where I learned how the software works, how to handle humans, and how to work in groups. Besides, I also need to follow up on the invoice from the supplier through email and portals such as Tenaga Nasional Berhad, Telekom Malaysia, and Cuckoo. Sometimes, if I did not receive the invoice for a particular month, I had to email the supplier regarding the issue. At the same time, I also suggested to my supervisor that she should make a payment for the previous months that had not been done. Every month, I will be assigned, together with purchasing staff, to do a stock take where we need to count all the stock available in the cool room. Avillion Admiral Cove has encouraged me to join several events held at my company, for example triathlon volunteer and viper challenge participant. This opportunity has given me encouragement to be a mentally tough person. My company has provided several benefits to the trainee, including an allowance, duty meals, and medical coverage. The knowledge that I gain is that I can be flexible in teamwork, punctual, and willing to take risks and negotiate.

SWOT ANALYSIS



Picture 4: SWOT analysis

DISCUSSION AND RECOMMENDATIONS

Strengths

- The company is located at a strategic location.

Avillion Admiral Cove is one of the subsidiaries of Avillion Berhad, which operates a chain of beach resorts, hotels, and spa in Malaysia, each with its own unique ambiance. Avillion Admiral Cove has been placed at the strategic location In Port Dickson, Negeri Sembilan adjoins the world-class Admiral Marina & Leisure Club, which is situated on 100 acres of quiet beachfront land. The hotel has 316 spacious suites that are ideal for a peaceful retreat. Each of the ocean-view balconies in the luxury chalets is completely private and ideal for sunbathing or seeing the marine life just a few feet below. It is 3.7 km to Port Dickson Army Museum and 5.8 km to PD Ostrich Show Farm. Kuala Lumpur International Airport is 52.2 km from the property. A Marine Tourism Destination (MTD) in Malaysia is Admiral Marina & Leisure Club, which is tucked away within Admiral Cove. This is the opportunity for Admiral Cove to build a top-notch integrated marina resort of the highest calibre. It is currently a very popular worldwide tourist attraction and is situated along the pristine plains of Port Dickson. According to (Sérgio Lousada & Luís Loures, 2022), Tourism is considered one of the most important pillars for the social and economic sustainability of many regions and localities. Its impact is strong in various segments of society, and it is an excellent source of income and socioeconomic development for any region or country in the world. The economic importance of tourism and the sociocultural nature of the phenomenon are undeniable in societies where tourism develops.

- Offer a diversity of activities for tourists to enjoy.

Besides, Avillion Admiral Cove also provides a variety of recreation activities for tourists to enjoy their holiday, such as a gymnasium, a sunset board ride, and water sports. For those looking for outdoor challenges, Avillion's brand-new outdoor extreme park, Tough Nation, is available. A 50-foot Flying Fox with wall climbing and rappelling equipment is part of their extensive team-building obstacle course, which also includes a four-station High Ropes Challenge with a 30-foot maximum height. They provide specially designed team-building programmes with competent trainers to guarantee the effectiveness of the training courses. At the conclusion of the programmes, certificates are given to the participants. The Tough Nation team-building programmes are designed to push participants out of their comfort zones and encourage

them to work together to overcome challenges. Participants not only develop their physical strength and endurance but also improve their communication, problem-solving, and leadership skills. The sense of achievement gained from completing the obstacle course and High Ropes Challenge fosters a strong bond among team members, creating a lasting impact on their personal and professional lives. Additionally, the hotel accommodates meetings and gatherings to strive for quality in every one of the events and offers several ballrooms as well as a number of outdoor locations with breathtaking harbour views, private boardrooms, extensive outdoor green spaces, and full team-building facilities. The hotel's state-of-the-art facilities and dedicated staff ensure that meetings and gatherings are executed seamlessly, providing a conducive environment for productive discussions and collaborations. With a focus on quality, the hotel goes above and beyond to meet the unique needs and preferences of each event, ensuring that every participant leaves with a sense of satisfaction and accomplishment.

- They also have good quality control of inventory.

Avillion Admiral Cove has carried out the FIFO method for the raw stock, following the practise of fresh stock separation if any new stocks arrive. It will be simpler to examine and take stock of the warehouse if freshly entered products are kept separate from older ones. This method ensures that older stocks are used first, minimizing the risk of expired or wasted inventory. Additionally, Avillion Admiral Cove regularly conducts inventory audits to maintain accurate stock levels and identify any potential issues or discrepancies. The strength of this method lies in the flow of data reported to the balance sheet because the first purchased item is the first one removed from the inventory account, and the remaining balance consists of items at newer cost prices; this makes the price entered into the balance sheet become balanced (Sembiring, J, D, Mardi, & Subash, 2019).

- Listed company in bursa Saham

Avillion Admiral Cove is a subsidiary of Avillion Berhad, which is one of the big companies that are listed in Bursa Market Place. Being a subsidiary of Avillion Berhad provides Avillion Admiral Cove with access to resources and support from a larger corporate entity, which can help in attracting and retaining skilled staff and maintaining service quality. Furthermore, being listed in Bursa Market Place adds credibility and visibility to Avillion Admiral Cove, which can attract potential guests and investors. This implies that any investor, including current shareholders, may purchase or sell these shares. Each of these shares will have a value or a reference price associated with it, just as in any market. Additionally, they will be able to determine the company's market value. The opening of the company's shares to the public provides a chance to realise investments and unleash the company's worth. The benefits gained by the company are facilities for growth, where the firm may be able to buy other businesses or corporations to expand if it has easier access to finance. Additionally, the company will be able to use shares as payment to support its development and acquisition objectives. A listed company is thought to have a higher level of transparency and corporate governance practises due to the requirement to adhere to various disclosure and compliance rules under an established regulatory structure, which include the periodic release of financial results, the immediate announcement of material information, etc. This may make it possible for the company to conduct business under more favourable conditions. The development of a public market increases the liquidity of the company's stock. This can increase the number of shareholders while allowing current investors, such as venture capitalists or other owners, to recoup the value of their original investments. A listed firm may attract respectable individuals or respectable institutional investors, who could then open up more expansive commercial networks and prospects.

Weakness

- Lack of managerial skilled

In this era, efficient working is one of the important skills demanded by companies nowadays. Even though Avillion Admiral Cove sees internal strength, the problem is more interesting when there is a lack of leadership and managerial skills. The ability of entrepreneurial thinking should be in every leader's mind to think creatively and take every responsibility of their work because the significance of competencies in decision-making, problem-solving, conflict resolution, and efficiency focus is emphasised. This method of thinking is likely influenced by the idea that increasing productivity and gaining a strategic advantage can only be achieved by being able to make decisions that are both optimal and efficient. Besides, when a leader has a lower level of professional skill, it will question the credibility of the leader's ability to guide the employee to achieve the company goal. This weakness will create demotivation among employees as they are less likely to see the leader as a role model, which makes them less likely to put in a lot of effort, feel interested in their work, and perform at a lower level of service. The leaders' high-performance objectives won't be achievable in this aspect since they might not be able to meet them. Without effective leadership and management, the efficiency of a company can be compromised. This can hinder productivity and create a challenging work environment, ultimately impacting the overall success of the organisation.

- Poor customer satisfaction and experience

An understanding of customer satisfaction is one of the crucial parts of reaching the company's objectives. Avillion Admiral Cove depicts an exclusive hotel with extraordinary sunset scenery, but they have poor service delivery. According to the customer review and experience, the room's condition is not as expected as in the social media posts, which has a negative impact on Avillion's performance. In addition, the lack of attention to detail and responsiveness to customer needs further exacerbates the issue. This not only leads to dissatisfied customers but also tarnishes the reputation of Avillion Admiral Cove, making it difficult for them to attract new customers and retain existing ones. The level of service provided by a hotel determines its rating. Therefore, if hotels can deliver that extra degree of care, they can increase repeat business and brand loyalty. The adage "The customer is always right" may have originated

in the retail industry, but it has a lot of application in the hospitality industry. Hotels need to have a thorough grasp of the sorts of consumers they want to attract in order to increase repeat business and assure long-term success.

- Overdue of credit term

Avillion Admiral Cova faced overdue credit terms to make the payment at the specific time due to insufficient funds needed. Credit terms are the payment conditions specified on the invoice at the time of the purchase of the goods. This is an agreement between the buyer and the seller on the deadlines and methods of payment for products obtained on credit. It's sometimes referred to as "payment terms." It is not a good sign to the company if they consistently pay the suppliers late, trade credit might eventually harm the company's credit standing. The company credit score may suffer, as a result of the supplier potentially reporting Avillion Admiral Cove payment history to credit bureaus. Additionally, if the company cannot pay for the goods within 30 days, they must be ready to pay fines as a penalty.

Opportunity

- Government incentive

One of the government incentives included in the eGovernment application is ePerolehan used by Avillion Admiral Cove wisely. In order to replace manual procurement systems with systematic ones that use the internet as a platform for transactions. The e-procurement system used in Malaysia is known as ePerolehan was launched in governmental organisations. As long as there is an internet connection, anybody can access it at any time. By turning the government into purchasers through automation and altering present acquisition practises, ePerolehan's primary goal is to secure the highest quality of government procurement. The system makes sure that suppliers get correct and timely payments in addition to guaranteeing accountability and openness in all government acquisitions in accordance with the processes. The adoption of ePerolehan in Malaysia has increased benefits for both suppliers and the government agencies itself. The first advantage is financial, since supplier pricing quotations become more competitive as a result of online bidding. The ePerolehan technology also ensured procurement activity transparency. Every transaction made using ePerolehan will need the consent of authorised parties, who will use digital signature technology to approve transactions up to a set limit. (Hawa, Sitti, & Suhaiza, 2021) in the finding stated that the Malaysian e-procurement website contains two out of every three ownership-related elements, indicating a degree of disclosure for ownership information transparency of 67%, which is strong as it is more than 50%. Items like "agency involvement with the site" and "provides obvious tailoring indicating agency itself has ownership of the site content" are included on the e-procurement website. This shows the good incentive developed by the government to avoid from fraud transaction happen.

- Event attraction

Next, Avillion Admiral Cove has an event attraction where the company has contributed to several events with another company every year, for example, triathlons and viper challenge events. This not only helps in promoting the hotel but also attracts a diverse range of customers who are interested in participating in or spectating these events. By associating with such activities, Avillion Admiral Cove can establish itself as a preferred destination for sports enthusiasts and adventure seekers, further enhancing its reputation in the hospitality industry. This opportunity has been promoted as a way to strengthen a location's identity, both "internally"

and "externally." According to (Lwazi Aplen & Unathi Henama, 2020) stated that the purpose of events is typically economic, that is, to generate or build the local economy through attracting inward investment, new businesses, or increased tourist visitation. The events would offer novelty, vibrancy, and change, which keeps residents interested in the area and heightens its allure for tourists. It is clear that positioning a destination as a hub for sports and adventure activities can have significant economic benefits. By attracting sports enthusiasts and adventure seekers, the local economy can experience a boost in tourism revenue, increased job opportunities, and the establishment of new businesses catering to these specific interests. Additionally, the positive reputation gained from being known as a preferred destination for such activities can attract further investment and development in the hospitality industry, solidifying the location's identity as a thriving hub for sports and adventure tourism.

Threats

- Job hopping generation nowadays.

One of the big reasons Avillion Amiral Cove is threatened is the job-hopping generation nowadays. Directly or indirectly, the majority of Gen Y employees in the Millennial generation choose to voluntarily leave their jobs in favour of more lucrative positions or self-employment. Most of the reasons employees become job hopping from this company are due to an increase in income and better career progression. Generally, the variables considered for leaving the job are a low pay structure, low potential for growth, unfair treatment by management, and conflict with the immediate supervisor (Pandey, 2019). Avillion Admiral Cove is now having a labour shortage regarding the minimum wage offered by them. According to (Pandey, 2019), due to an insufficient salary, 24.9% of respondents quit their prior jobs since money is also viewed as a status symbol in Nepal, and 16.8% of the respondents left the organisation because of a poor perspective on growth in their current job. as they are less likely to commit to long-term employment and are more inclined to switch jobs frequently. This poses a challenge for Avillion Admiral Cove in terms of retaining skilled and experienced staff as well as maintaining a consistent level of service quality for their guests. Additionally, the changing preferences and expectations of the younger generation also require Avillion Admiral Cove to continuously innovate and update their offerings in order to stay relevant in the market.

- Inflation

Inflation is a broad and consistent rise in the prices of a country's products and services. Inflationary pressures can have a detrimental influence on economic growth. One of the negative consequences is a decrease in people's purchasing power. People's consumption falls when prices rise because they feel less able to acquire products and services. This will have a negative influence on the company's revenue and investment. Furthermore, high inflation might weaken the country's currency's exchange rate and destabilise overall economic stability. According to (Maimunah and Patmawati 2018), a greater inflation rate than current rivals will also result in a depreciation of the currency, which will assist in restoring competitiveness at the expense of increased import costs and a reduction in living standards. Based on the (BANDA, 2020) finding that there is a positive correlation between production costs and inflation, in 2016, the percentage change in inflation increased by 77%, causing the percentage change in production to grow by

19% and In 2017, the percentage change in inflation was lowered to 63%, causing the percentage change in manufacturing costs to climb to 1%. On average, a 38% rise in inflation produces a 12% increase in manufacturing costs. Therefore, Avillion Admiral Cove has to take into account the effect of inflation on the operation's company to support a healthy economy.

RECOMMENDATIONS

Avillion Admiral Cove should improve the recruitment requirements at the managerial level in terms of qualifications and competences to create a work organisation that supports the great task and activities that involve goods and services. This aids an organisation in achieving more consistency. It enhances the utilisation of time, boosts process efficiency, decreases waste, and helps enhance client satisfaction. Therefore, employees must continue learning at work because of the rapid pace of change and the vagueness of the goals. The enterprises should connect with local universities, technology parks, and VET organisations to shape the skills they need and bring new ideas to the industrial companies (Sebastian, Dagmar, & Anna, 2021). Besides, the company should increase service reliability. According to one definition, reliability refers to a company's capacity to deliver services precisely and effectively. Based on (Phetogo, Olumide, Chux, & Cheneso, 2020) stated that they also emphasised that because consumers have different expectations based on the variety of services, it is crucial to have a clear grasp of the specific context of service quality measures in relation to customer satisfaction. In order to create initiatives that satisfy customers' requirements and increase public confidence in the hospitality provided by Avillion Admiral Cove, managers must have a thorough grasp of customer satisfaction and devise initiatives to meet customer satisfaction. Avillion Admiral Cove also needs to act on its overdue credit terms by encouraging early payment to the supplier. So, the company can pay within the given loan terms and benefit from early settlement discounts. It can also be advantageous for the company to pay the bulk of its invoices on time rather than all of them being late.

In addition, Avillion Admiral Cove should be purpose-driven, which means implying that the company has programmes in place to improve society beyond its products and services to attract the young generation to remain in one company. Based on the research, if organisations do not possess this prosocial orientation, Millennials are likely to be less committed to their organisation (Winkler, 2020). To recruit, engage, keep, and ultimately improve organisational performance for the best possible bottom line, these Millennial leadership and organisational preferences must be taken into account. Besides, the company should enhance its cash flows to have a lower impact on inflation. This is where the corporation must discover strategies to keep cash flowing, such as electronic payments for goods or products given, timely invoice

distribution, and following up on late payments from accounts receivable (BANDA, 2020). However, the company can also improve its corporate governance system, structure, and methods, as well as their competitive advantage, to better handle risk. This method may consider appropriate procedures and preparations to deal with such disasters in the future (Hang, et al., 2020).

CONCLUSION

Avillion Admiral Cove is one of the best places I have ever experienced for my real-life job. From this opportunity, I learned that every company has its uniqueness and problems. It depends on the head of the company to structure the organization properly to accomplish its goal. They can synergize their ideas in every department to improve the weaknesses and threatening problems they face and ensure they can gain more profitability in the future. Avillion Admiral Cove has internal disadvantages such as poor customer experience, a lack of managerial skill, and overdue credit terms. The external threats are the environment of job hopping by the young generation and inflation. All these internal and external problems should have solutions to strengthen the value of the company. They also have internal strengths, for example, strategic location, offering a variety of accommodations, and suggesting the FIFO method for the inventory. The opportunity gained from government incentives, event attractions, and being listed in the Bursa Market Place helps Avillion Admiral Cove to have the same pace as other big companies. I have learned a lot during my internship about being a responsible person, being able to engage with other people, working in a team, and most importantly, working under pressure to reach the organization's mission. I hope I can be one of the best employees with the best attitude and soft skills to be hired by a potential company.

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APPENDIX



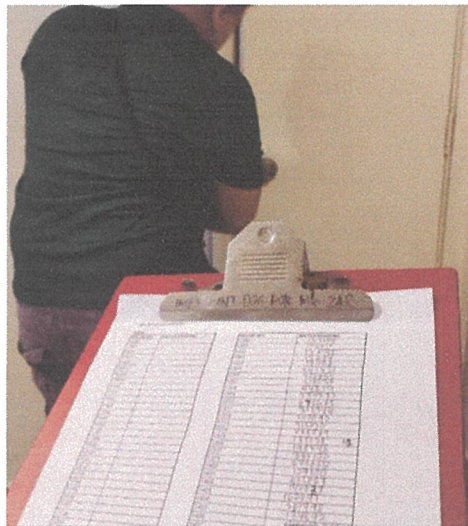
Appendix 1: I was finding the documents needed by the auditor.



Appendix 2: I was attending the *Majlis Berbuka Puasa* with the finance department.



Appendix 3: I was assigned to sell the Ramadan voucher at Dwarf Hotel



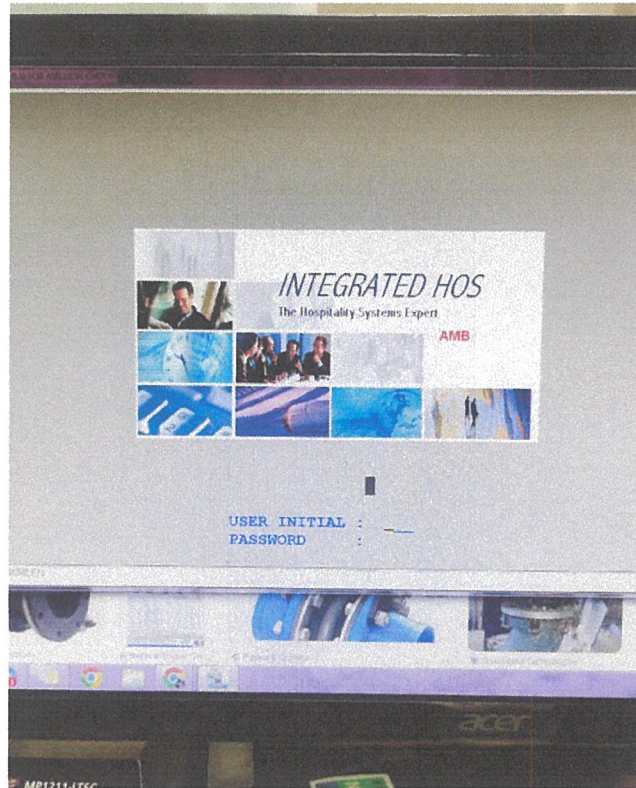
Appendix 4: I was helping my supervisor read and record the water meter at every level of the hotel room.



Appendix 5: I was joining the Viper Challenge and working in a team with another department to accomplish the checkpoint.



Appendix 6: I was doing my task as an Account Payable and needed to stamp all the invoices that I had already keyed in the system.



Appendix 7: This is the system used by my company to record all the financial data.



Appendix 8: I was assigned to be a volunteer during the triathlons event at Avillion Admiral Cove

PDT schedule 2023-3 [Read-Only]		
A	B	C
SCHEDULE FOR PDT 2023		
CARBOLOADING DINNER ON 18/3/2023 (6.30pm - 8pm)		
CM 2	Saras	
	Tinoshia	
CP 1,2,3	Izanis	
	Elisha	
TFS	Raies	
	Salehuddin (Din)	
CM 1	Linda (trainee Finance)	
	Thana	
BV	Izah (trainee Finance)	
	Mariah	

Appendix 9: This is the schedule for attending as a receptionist for the carboloading dinner.

Location: **Cool Room** Inventory Stock Take

Inspected by: *Raji, Din & Linda & Kitchen Staff* Date: *MM/NN/YY*

No.	Item	Packaging	Qty	No.	Item	Packaging
1	English		20	36	ice	
2	Tea		11 kg	37	corn	15kg
3	How flour	500g	14 pt	38	corn	11
4	bean flour	1 kg	20 pt	39	corn	2
5	rice	1 kg	25 pt	40	corn	1.5
6	oil	1 kg	5 pt	41	corn	1.5
7	oil	1 kg	5 pt	42	corn	1.5
8	oil	1 kg	5 pt	43	corn	1.5
9	oil	1 kg	5 pt	44	corn	1.5
10	oil	1 kg	5 pt	45	corn	1.5
11	oil	1 kg	5 pt	46	corn	1.5
12	oil	1 kg	5 pt	47	corn	1.5
13	oil	1 kg	5 pt	48	corn	1.5
14	oil	1 kg	5 pt	49	corn	1.5
15	oil	1 kg	5 pt	50	corn	1.5
16	oil	1 kg	5 pt	51	corn	1.5
17	oil	1 kg	5 pt	52	corn	1.5
18	oil	1 kg	5 pt	53	corn	1.5
19	oil	1 kg	5 pt	54	corn	1.5
20	oil	1 kg	5 pt	55	corn	1.5
21	oil	1 kg	5 pt	56	corn	1.5
22	oil	1 kg	5 pt	57	corn	1.5
23	oil	1 kg	5 pt	58	corn	1.5
24	oil	1 kg	5 pt	59	corn	1.5
25	oil	1 kg	5 pt	60	corn	1.5
26	oil	1 kg	5 pt	61	corn	1.5

Appendix 10: I was assigned to do the stock take at the cool room together with the purchasing and kitchen staff every month.